



Star Physio Clinic
PHYSIO AT YOUR CARE

Job Title: Physiotherapy Assistant

Job Summary:

We are seeking a dedicated and highly capable Physiotherapy Assistant to join our dynamic team. The ideal candidate will play a crucial role in supporting our physiotherapists and ensuring the smooth operation of our clinic. This position requires a proactive individual who is enthusiastic about helping patients, possesses strong organizational skills, and thrives in a collaborative environment.

Key Responsibilities:

1. Patient Care:

- Assist physiotherapists in delivering treatment plans and therapies.
- Prepare treatment areas and equipment for patient sessions.
- Monitor and document patient progress under the supervision of a physiotherapist.
- Provide patients with exercises and instructions as directed by the physiotherapist.

2. Administrative Support:

- Manage patient appointments and scheduling.
- Maintain accurate and up-to-date patient records and documentation.
- Handle phone calls, emails, and other communications promptly and professionally.
- Assist with billing, insurance claims, and other administrative tasks as needed.

3. Clinic Operations:

- Ensure the clinic is clean, organized, and well-maintained.
- Order and manage inventory of supplies and equipment.
- Oversee day-to-day operations in the absence of management.
- Implement and maintain clinic policies and procedures.

4. Patient Experience:



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- Greet patients warmly and assist with check-in and check-out processes.
- Address patient inquiries and concerns with empathy and professionalism.
- Provide educational materials and instructions to patients and their families.
- Foster a welcoming and supportive environment to enhance patient satisfaction.

5. Professional Development:

- Stay current with best practices and advancements in physiotherapy.
- Participate in training sessions and workshops for continuous learning.
- Seek feedback and engage in performance reviews to improve skills and knowledge.
- Demonstrate a commitment to personal and professional growth.

6. Collaboration:

- Work closely with physiotherapists, administrative staff, and other healthcare professionals.
- Participate in team meetings and case discussions to ensure coordinated patient care.
- Communicate effectively with colleagues to support seamless clinic operations.
- Contribute to a positive and collaborative team culture.

Qualifications:

- Previous experience as a Physiotherapy Assistant or in a similar role is preferred.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Compassionate and patient-centred approach to care.
- Ability to work independently and as part of a team.
- Proficiency in using clinic management software and other administrative tools.
- A commitment to always maintaining confidentiality and professionalism.



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Salary Range: GBP 24,500 to GBP 25,960 annually

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and career advancement.
- A supportive and collaborative work environment.
- The chance to make a meaningful impact on patients' lives.

If you are passionate about providing exceptional patient care and possess the skills to support the smooth operation of our clinic, we encourage you to apply for the Physiotherapy Assistant position.